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4 January 1977

MEMORANDUM FOR: Ms. Evelyn Chavoar
Senate Select Committee on Intelligence

THROUGH :
Office of Legislative Counsel

FROM :
Chief, Records Administration Branch

SUBJECT : Status of Schedules Released or to be
Released to the Senate Select Committee.

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1. This memorandum is in response to your request of 4 January 1977 on the status of the schedules now in the Committee's possession.

2. The following seventeen (17) Records Control Schedules have already been furnished to National Archives and Records Service (NARS), GSA and the Senate Select Committee on Intelligence as of 4 January 1977.

a. Individual Office Schedules:

Office of the DCI (O/DCI)
 *Audit Staff
 Office of General Counsel (OGC)
 *Office of Inspector General (OIG)
 Office of Legislative Counsel (OLC)
 *National Intelligence Office (NIO)
 Intelligence Community (IC)
 Office of Comptroller (O/COMPT)
 Office of the DDA Staffs (O/DDA)
 Office of Logistics (OL)
 Office of Medical Services (OMS)
 Office of Training (OTR)
 Office of Data Processing (ODP)
 *Office of Strategic Research (OSR)
 Central Reference Service (CRS)

b. Directorate-wide Schedules:

Deputy Director, Intelligence (DDI)
Deputy Director, Operations (DDO)

3. The remaining five Records Control Schedules are still in the processing cycle in the Agency and we anticipate the release of these schedules to both NARS and the Senate Select Committee during the next 45 days. These five schedules, four individual offices and one directorate-wide are:

Office of Personnel (OP)
Office of Finance (OF)
Office of Communications (OC)
Office of Security (OS)
Deputy Director, Science & Technology (DD/S&T)

4. The four schedules marked with an asterisk (*) have been reviewed, approved, and returned to the Agency for implementation by the Archivist of the United States.

5. Attached for your reading and background is a copy of the Agency's "Records Management Handbook" consisting of the six completed Chapters.


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Attachments:
As stated

Distribution:
Original - Addressee
1 - OLC
1 - RAB Chrono
1 - RAB Subject File

ORIG: ISAS/RAB 4 January 1977

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TRANSMITTAL AND DOCUMENT RECEIPT			4 January 1977
TO: Ms. Evelyn Chavoor Senate Select Committee on Intelligence		FROM: Central Intelligence Agency RECORDS ADMINISTRATION BRANCH Room 5 B 2828 Washington, D.C. 20505	
THE DOCUMENTS LISTED HEREON ARE FORWARDED FOR:			
<input checked="" type="checkbox"/>	INFORMATION	<input checked="" type="checkbox"/>	LOAN
CONTROL NUMBER AND DOC. DATE		SUBJECT (<i>Unclassified preferred</i>) & NO. OF PAGES	CLASS.
		Records Management Handbook Attachment to Memorandum dated 4 January 1977	CONF
RECEIPT			
SIGNATURE (<i>acknowledging receipt of above documents</i>) <i>Evelyn Chavoor</i>		RETURN TO  CENTRAL INTELLIGENCE AGENCY RECORDS ADMINISTRATION BR. ROOM 5 B 2828 WASHINGTON, D.C. 20505	
DATE OF RECEIPT <i>Jan. 6. 1977</i>			